Dental Society, HKUSU

Constitution

Section I - Definitions

In this Constitution, unless otherwise specified,

1. ‘Society’ shall mean Dental Society, HKUSU.
2. ‘Committee’ shall mean the Executive Committee, Dental Society, HKUSU.
3. ‘Dental Public Health Committee’ shall mean the Dental Public Health Committee, Dental Society, HKUSU.
4. ‘The Apollonian Committee’ shall mean The Apollonian Committee, Dental Society, HKUSU.
5. ‘Council’ shall mean Council of Dental Society, HKUSU.
6. ‘Union’ shall mean The Hong Kong University Students’ Union.
7. ‘Faculty’ shall mean the Faculty of Dentistry, the University of Hong Kong.
8. ‘University’ shall mean the University of Hong Kong.
9. ‘Members’ shall mean members of Dental Society, HKUSU.
10. ‘Constitution’ shall mean the Constitution of Dental Society, HKUSU.
11. ‘By-laws’ shall mean the By-laws of Dental Society, HKUSU.
12. ‘General Meetings’ shall refer to the Annual General Meeting or any Extraordinary General Meeting of the Society.
13. ‘Semester’ shall mean the same as stated in the University Statutes.
14. ‘Clear Day’ shall mean a whole day excluding the day of issue and the day of event. (appended in AGM 2019)

Section II - General

Article 1: Name
1. The name of the Society shall be ‘Dental Society, The Hong Kong University Students’ Union’ or ‘Dental Society, HKUSU’.
2. The name of the Society in Chinese shall be ‘香港大學學生會牙醫學會’.

Article 2: Objects
1. To promote the unity and welfare of Members.
2. To represent and act on behalf of Members in all matters relating to their education and welfare.
3. To promote an interest to serve the community amongst Members.

Article 3: Session
The Society session shall begin immediately after the conclusion of the Annual General Meeting and shall terminate at the conclusion of the Annual General Meeting of the following year.

Article 4: Official Language (amended in AGM 2019)
English and Chinese shall be the official languages of the Society, enjoying equal status. All official meetings and correspondence shall be conducted in either or both of the official languages. Chinese, in its oral form, shall mean the Cantonese.

Article 5: Dental Song (amended in AGM 2019)
The song of the Society shall be ‘Dental Song’, and the lyrics are listed in Appendix I.

Article 6: Dental Cheer (appended in AGM 2019)
The cheer of the Society shall be ‘Dental Cheer’, and the contents are listed in Appendix II.

Section III - Membership

Article 1: Membership
1. Full Membership
   All undergraduates of the Faculty shall automatically be Full Members and shall pay the prescribed fees.
2. Associate Membership
   The following shall be eligible for Associate Membership on payment of the prescribed fees:
   a. Teaching staff of the Faculty;
   b. Members of the Board of the Faculty;
   c. Dental practitioners in the Prince Philip Dental Hospital;
   d. Postgraduates and graduates of the Faculty;
   e. Any person approved by the Council.
3. Honorary Membership
   Honorary Membership shall be conferred upon any person being elected as such in the Annual General Meeting upon nomination by the Council.
4. Life Membership
All graduates of the Faculty shall be eligible for Life Membership upon payment of the prescribed fees.

Articles 2: Privileges

1. All Members shall enjoy the following privileges:
   a. To use all facilities provided by the Society for the general use of its Members.
   b. To attend functions and activities organized by the Society.
   c. To attend General Meetings of the Society.

2. Only Full Members shall enjoy the following privileges:
   a. To propose, second motions and/or vote at the General Meetings and General Pollings of the Society.
   b. To nominate, second and/or be nominated for candidature, and to vote and/or be elected in the Elections of the Society.
   c. To be members in the Council or committees of the Society, unless otherwise specified.

Article 3: Obligations

All Members and committees of the Society shall abide by the Constitution, By-laws and regulations of the Society.

Section IV - General Meeting

Article 1: Authority
The vote of a General Meeting, along with that of a General Polling, shall be regarded as having the highest authority in all matters affecting the Society. The resolutions of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.

Article 2: Annual General Meeting

1. The Annual General Meeting shall be held within November of each year.
2. The Annual General Meeting shall be convened by the Council Chairperson.
3. The business of the Annual General Meeting shall be:
   a. To receive and adopt the minutes of the Annual General Meeting in the previous session and all Extraordinary General Meetings held in the current session.
   b. To receive and adopt the reports of all committees of the Society for the current session.
   c. To receive and adopt the statement of accounts prepared by the Finance Committee of the Society for the current session.
   d. To appoint non-elected members of the Dental Public Health Committee and The Apollonian
Committee of the next session.

e. To appoint non-elected Council members of the next session.

f. To make amendments to the Constitution and By-Laws, if any. (amended in AGM 2019)

g. To elect Honorary Members, if any.

h. Any other business.

4. Notice and agenda of the Annual General Meeting shall be posted at least seven clear days in advance.

5. Working papers of the Annual General Meeting shall be distributed among the Members at least three clear days in advance. *(appended in EGM1 2017)*

Article 3: Extraordinary General Meetings

1. All Extraordinary General Meetings shall be convened by the Council Chairperson, at the request of the Council, the Committee or upon a written request signed by not less than 10% of the Full Members. Any of such requisitions shall specify the objectives of the proposed Meeting and no other matter shall be discussed without the consent of at least two thirds of the Full Members present.

2. Notice and agenda of any Extraordinary General Meetings shall be posted at least three clear days in advance.

3. Working papers of any Extraordinary General Meeting shall be distributed among the Members at least one clear day in advance. *(appended in EGM1 2017)*

Article 4: Quorum

In all General Meetings, no less than 10% of the total Full Membership shall form a quorum. If a quorum is not formed after an hour of the time scheduled for the announcement of the Meeting, the Meeting shall be adjourned to a later date the Council deems fit, and if at that Meeting a quorum is still not formed, all business of that Meeting shall be resolved by the Council.

Article 5: Returning Officer(s) *(amended in EGM1 2017)*

The Council shall invite Union Councillor(s) who are not Member(s) of the Society as the Returning Officer(s) for the General Meeting. The appointment(s) shall be done in accordance with the Union Council By-laws.

Article 6: Vote of No-Confidence *(amended in EGM1 2017)*

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee, the Council and/or any committee of the Society at an Extraordinary General Meeting held specially for this purpose. A vote so passed with two thirds majority shall call for the immediate resignation of the person(s) against whom the vote is moved.
Article 7: Standing Orders
All General Meetings of the Society shall be conducted in accordance with the Standing Orders of the Union Council, unless specified in the Constitution.

Article 8: Publicity
The Council and the Committee shall deem it their duty to publicize any General Meeting to be held.

Section V - General Polling

Article 1: Authority
The vote of a General Polling, along with that of a General Meeting, shall be regarded as having the highest authority in all matters affecting the Society. The resolutions of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.

Article 2: Conduction
1. All General Pollings shall be conducted by a Polling Commission appointed by the Council.
2. A General Polling shall be conducted at the request of the Council, the Committee or at a written request signed by not less than 10% of the Full Members.
3. All requisitions for a General Polling shall specify the motion(s) to be voted on.

Article 3: Notice
Notice of all General Polling and the motion(s) to be voted on shall be posted at least five clear days in advance.

Article 4: Voting
1. Voting shall be by a secret ballot.
2. Voting shall take place at polling stations, which shall be open for no less than 4 hours.
3. The results of the General Polling shall be declared valid provided that number of valid votes cast is not less than 15% of the Full Membership of the Society. The motion(s) shall be declared carried if the number of votes cast for the motion(s) exceeds the number of votes cast against the said motion(s), and the aggregate number of votes for and against the said motion(s) exceeds the number of abstain votes.

Article 5: Vote Counting and Announcement of Result
1. The number of votes shall be counted under the supervision of the Returning Officer(s) immediately following the end of the General Polling.
2. The Polling Commission shall announce the polling results within 24 hours following the end of
the General Polling.

3. The polling results shall be declared valid, if no written complaint is lodged to the Council within 24 hours following the release of the result.

4. If there is any complaint being lodged, no announcement of the validated results shall be made until all complaints have been solved. The Council shall decide upon the appropriate action to be taken. (appended in EGM1 2017)

Article 6: Vote of No-Confidence (amended in EGM1 2017)
A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee, the Council and/or any committee of the Society at a General Polling. A vote so passed with two thirds majority shall call for the immediate resignation of the person(s) against whom the vote is moved.

Article 7: Returning Officer(s) (amended in EGM1 2017)
The Council shall invite Union Councillor(s) who are not Member(s) of the Society as the Returning Officer(s) for the General Polling. The appointment(s) shall be done in accordance with the Union Council By-laws.

Article 8: Publicity
The Council and the Committee shall deem it their duty to publicize any General Polling to be held.

Section VI - Elections

Article 1: Annual Election
The business of the Annual Election of the Society Executives shall be to elect for the next Society Session the following officials:
1. The Chairperson of the Committee
2. The Internal Vice-Chairperson of the Committee
3. The External Vice-Chairperson of the Committee
4. The General Secretary of the Committee
5. The Financial Secretary of the Committee
6. Three Sports Secretaries of the Committee
7. Two Social Secretaries of the Committee
8. Two Welfare Secretaries of the Committee
9. The Publications Secretary of the Committee
10. The International Relations Secretary of the Committee
11. The External Affairs Secretary of the Committee
12. The Chairperson of The Apollonian Committee
13. The Vice-Chairperson of The Apollonian Committee
14. The Chairperson of the Dental Public Health Committee
15. The Vice-Chairperson of the Dental Public Health Committee
16. Three Popularly Elected Councillors

**Article 2: By-election (amended in AGM 2019)**

In the event of a vacancy occurring in any post of the Committee, elected positions of the Dental Public Health Committee, elected positions of The Apollonian Committee and/or the Popularly Elected Councillors, a By-election shall be held. No more than one By-election shall be held unless approved by the Council. Any subsequent By-election shall only be held by a motion carried at a Council meeting with the consent of two thirds of those present in the meeting.

**Article 3: Election Commission**

1. An Annual Election Commission or a By-election Commission shall be appointed by the Council to take charge of all business pertaining to the Election.
2. The Election Commission shall be responsible for drafting all rules and arrangements of each Election.
3. The Election Commission shall facilitate all candidates to hold election campaign.

**Article 4: Returning Officers (amended in AGM 2019)**

The Council shall invite Union Councillor(s) not being Member(s) of the Society as the Returning Officer(s) of each Election and the appointment(s) shall be done in accordance with the Union Council By-laws. The Council shall also appoint a teaching staff of the Faculty as the Returning Officer of each Election.

**Article 5: Nominations**

1. Notice of the nomination period of Annual Election and By-election shall be posted at least five clear days in advance.
2. Nomination of Annual Election and By-election shall be opened 5 weeks before the Election Day, and closed at 12:00 noon of the day three weeks before the Election Day.
3. Nomination shall only be made on forms provided for the purpose. Each form shall contain the name, university number and correspondences of one candidate together with signatures of a proposer and a seconder and signature of the candidate signifying his or her consent. *(amended in AGM 2019)*
4. The Election Commission shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after receiving the nomination, thereafter the candidate may start his or her Election Campaign.

**Article 6: Election Campaigns**
The candidates and the committees of the Society shall deem it their responsibility to facilitate the holding of campaign meetings.

Article 7: Election Day
1. The Election Day for the Annual Election shall be in November and shall be at least 3 clear days preceding the Annual General Meeting.
2. Notice of the Election Day for the Annual Election and By-election shall be posted at least five clear days in advance.
3. Election shall be conducted by polling on the Election Day.

Article 8: Polling
1. Polling shall be by secret ballot.
2. For each post, electors may cast a for vote on not more than the number of vacancies.
3. When the number of candidates is equal to or less than the number of vacancies for a particular post, the candidate shall be declared elected provided that:
   a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society for himself or herself;
   b. he or she has secured a number of votes for himself or herself greater than the number of votes against himself or herself; and
   c. the aggregate number of votes for and against himself or herself exceeds the number of abstain votes.
4. When the number of candidates greater than the number of vacancies for a particular post, electors may vote for no more than the number of available seats and shall not cast more than one vote on any single candidate. Electors shall vote against or abstain towards other candidates. The candidates shall be arranged in descending order according to the number of votes they have secured in the election. From the top of the list, a number of candidates equal to or less than the number of vacancies shall be declared elected provided that: *(amended in EGM1 2017)*
   a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society;
   b. he or she has secured a number of votes for him or her greater than the number of votes against him or her; and
   c. the aggregate number of votes for and against him or her exceeds the number of abstain votes.

Article 9: Vote Counting and Announcement of Result
1. The number of votes shall be counted under the supervision of the Returning Officers immediately following the end of the Election.
2. The Election Commission shall announce the polling results within 24 hours following the end of
3. The election results shall be declared valid, if no written complaint is lodged to the Election Commission within 24 hours following the release of the result.

4. If there is any complaint being lodged, no announcement of the validated results shall be made until all complaints have been solved. The Council shall decide upon the appropriate action to be taken. *(appended in EGM1 2017)*

**Article 10: Re-election**

1. In the event of a tie occurring at any stage of the Election proceeding for a post, the Election Commission shall order a Re-election for that particular post within five clear days.

2. The Election Commission with the approval of the Council shall have power to order a Re-election in the event of any contravention of the election procedures, and this Re-election must take place within seven clear days immediately following the original Election Day.

**Section VII - Council**

**Article 1: Name**

1. The name of the Council shall be ‘Council of Dental Society, The Hong Kong University Students’ Union’ or ‘Council of Dental Society, HKUSU’.

2. The name of the Council in Chinese shall be ‘香港大學學生會牙醫學會評議會’.

**Article 2: Function**

The function of the Council shall be:

1. To represent the Members of the Society in such matters affecting their interests.

2. To afford a recognized means of communication among Members, the Society and all of its committees, the Union and the University authorities.

3. To discuss and resolve on all matters concerning the interests of the Members.

4. To supervise and deal with all matters of all committees of the Society.

**Article 3: Authority**

The Council shall be regarded as having the power and authority second only to the General Meeting and the General Polling of the Society.

**Article 4: Session**

The Council session shall commence at the start of the First Council Meeting of each Society session and shall terminate at the moment preceding the First Council Meeting of the next Society session. The First Council Meeting shall be held within 14 days after the start of a new Society session. The Council
Chairperson and the Honorary Secretary of the previous Council session shall continue to assume office until the Council Chairperson and Honorary Secretary of the next Council session is elected.

Article 5: Council Chairperson
1. The Council Chairperson shall be elected among the Full Members at the First Council Meeting of the current session. If the person elected is a Council member of the current session, he or she shall resign his or her original seat in the Council.
2. The Council Chairperson shall take the chair at all Council Meetings and General Meetings of the Society.
3. The Council Chairperson shall have the casting vote at all Council Meetings and General Meetings of the Society.
4. In the absence of the Council Chairperson in a particular Council meeting or General Meeting, an acting Council Chairperson for that particular meeting shall be elected among the Full Members present in the meeting.
5. A Council Chairperson who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.

Article 6: Honorary Secretary
1. The Honorary Secretary of the Council shall be elected among the Full Members at the First Council Meeting. The Honorary Secretary shall have full speaking rights but shall not propose, second motions or vote, unless the Honorary Secretary is a Council member of the current session.
2. The Honorary Secretary of the Council shall take minutes at all Council Meetings and General Meetings of the Society.
3. In the absence of the Honorary Secretary in a particular Council meeting or General Meeting, an acting Honorary Secretary for that particular meeting shall be elected among the Full Members present in the meeting.
4. An Honorary Secretary who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.

Article 7: Composition
The following shall be Councillors:
1. The Council Chairperson
2. The Council Honorary Secretary (non-voting)
3. 8 Committee Representatives, which shall include the Chairperson, the Internal Vice-Chairperson and the External Vice-Chairperson
4. 4 Dental Public Health Committee Representatives, which shall include the Chairperson and the Vice-Chairperson
5. 4 The Apollonian Committee Representatives, which shall include the Chairperson and the Vice-
Chairperson

6. 1 Past Committee Representative
7. 2 Past Council Representatives
8. 3 Popularly Elected Councillors
9. 1 Class Councillor from each class of the BDS curriculum

Article 8: Past Committee Representative and Past Council Representatives
1. The Past Committee Representative shall be a Committee member of the previous session. The Chairperson of the Committee of the previous session shall be the ex-officio Past Committee Representative, unless a written request for withdrawal from him or her is approved by the Council.
2. The Past Council Representatives shall be Council members of the previous session.
3. A Past Committee Representative or a Past Council Representative who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.

Article 10: Official Observers
The Undergraduate Representatives of the Board of the Faculty shall be the Official Observers of the Council. Official Observers shall not be counted as Councillors but shall have the rights to observe all Council meetings and speak therein.

Article 11: Meeting
1. Council Meetings shall be held at least once every semester.
2. Ordinary Council Meetings shall be convened by the Council Chairperson, at the request of the Chairperson of the Committee or any Councillor seconded by three other Councillors.
3. Notice of all Ordinary Council Meetings and the agenda thereof shall be posted at least five clear days in advance. Such notice and agenda shall be sent to each Councillor and Official Observer.
4. Unless the Council shall decide otherwise all Council Meetings shall be opened to all Members. Members so attending shall be permitted to speak only with the approval of the Council and shall not have the right to vote.
5. At Council Meetings a simple majority of Councillors except Honorary Secretary shall form a quorum.
6. Council Meetings shall be held in accordance with the Standing Orders of the Union Council.
7. An Emergency Council Meeting of the Council shall be convened by the Council Chairperson; at the request of the Chairperson of the Committee, or any Councillor seconded by three other Councillors. A notice of such meeting including the agenda thereof shall be posted at least one clear day in advance and shall be sent to each Councillor and Official Observer.

Article 12: Business
1. To supervise all committees of the Society in their work and prevent them from acting contrary to the Constitution, the By-laws and/or regulations of the Society.
2. To consider any protest, grievance or alleged infringement of the Society Constitution and/or the By-laws, which may be placed before the Council by any Member of the Society, and to adjudicate upon, or act in, all such cases.

3. To receive and adopt the year plans and annual budgets of the Committee, the Dental Public Health Committee and The Apollonian Committee at the First Council Meeting of the session.

4. To receive and adopt the half-yearly reports of the Committee, the Dental Public Health Committee and The Apollonian Committee. ( appended in EGM1 2017)

5. To receive and adopt the event-based proposals and reports. (amended in AGM 2019)

6. To interpret the Constitution and the By-laws of the Society.

7. To make, amend and abolish the By-laws of the Society.

8. To approve regulations made for executive purposes formulated by the Committee, or parties specifically delegated by the Council.

9. To make appointments to the Honorary President, the Honorary Vice-President and the Honorary Treasurer of the Society.

10. To appoint sub-committees of the Council and to elect ad hoc Committees as deemed necessary. ( appended in EGM1 2017)

11. To appoint the committees of the Faculty or the University with student seats which are to be nominated by the Council to the Faculty or the University. ( appended in EGM1 2017)

12. To appoint the Country Representative of Hong Kong in Asia Pacific Dental Students Association.

13. To appoint the non-elected Councillors and Official Observers in case of vacancies.

14. To consider and, if deemed fit, to approve the resignation of any Councillors or non-elected member of the committees of the Society.

15. To conduct any business of the Society not explicitly conferred on any body.

16. To appoint acting executives in case of vacancies. ( appended in AGM 2019)

17. To endorse press statements or any documents under the name of the Society issued by the Committee if deemed fit. ( appended in AGM 2019)
Section VIII - Executive Committee

Article 1: Name
1. The name of the Committee shall be ‘Executive Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘Executive Committee, Dental Society, HKUSU’.
2. The name of the Committee in Chinese shall be ‘香港大學學生會牙醫學會幹事會’.

Article 2: Membership
1. The Chairperson
2. The Internal Vice-Chairperson
3. The External Vice-Chairperson
4. The General Secretary
5. The Financial Secretary
6. Three Sports Secretaries
7. Two Social Secretaries
8. Two Welfare Secretaries
9. The Publications Secretary
10. The International Relations Secretary
11. The External Affairs Secretary

Article 3: Function
1. To formulate policies for the Society in accordance with its aims.
2. To carry out the resolutions of the General Meeting, the General Polling and the Council.
3. The Committee should be responsible to the Council for all its actions.
4. The Committee may issue press statements and other documents under the name of the Society on any issue, following the procedure for issuance of documents under the name of the Society stated in Article 9 of Section VIII of the Constitution.

Article 4: Session
The session of the Committee shall coincide with the Society session.

Article 5: Meeting
A simple majority shall form a quorum at all Committee Meetings.

Article 6: Duties of Individual Member
1. The Chairperson should be the chief executive of the Society.
2. The Internal Vice-Chairperson shall assist the Chairperson in all his or her duties pertaining to internal affairs, foster coordination between the Society and the Faculty, and shall be the ex-officio
Chairperson of the Committee in the absence of the Chairperson.

3. The External Vice-Chairperson shall:
   a. assist the Chairperson in all his or her duties pertaining to external affairs.
   b. arouse Members’ awareness towards external affairs.
   c. be the representative of the Society in the Union Council.

4. The General Secretary shall assist the Internal Vice-Chairperson in all his or her duties and shall prepare all official correspondence.

5. The Financial Secretary shall:
   a. Keep account of the income and expenditure of the Committee.
   b. Draft the budget and prepare the financial reports of the Committee.
   c. Be the representative of the Society in the Union Finance Committee of the Union Council.

6. The Sports Secretary(ies) shall be generally responsible for the promotion of all sports activities of the Society and the selection of teams to represent the Society and one of them shall be the representative of the Society at the Union Sports Council. *(amended in AGM 2019)*

7. The Social Secretary(ies) shall be responsible for social activities of the Society.

8. The Welfare Secretary(ies) shall be responsible for promotion of welfare of Members and shall be responsible for the maintenance of all facilities of the Society.

9. The Publications Secretary shall be responsible for all matters relating to the publications of the Society.

10. The International Relations Secretary shall be responsible for the liaison with other dental schools and nominate a person, who shall be a Full Member and appointed by the Council, to be the Country Representative of Hong Kong in the Asia Pacific Dental Students Association.

11. The External Affairs Secretary shall assist the External Vice-Chairperson in all of his or her duties.

Article 7: Vote of Confidence

Any member of the Committee who ceases to be a Full Member during his or her own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him or her by the Council.

Article 8: Acting Executives

In the event of any vacancy occurring in the post of the Committee, the Council may appoint acting executive(s) to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the Council.

Article 9: Issuance of Documents under the Name of the Society *(amended in AGM 2019)*

1. The Committee shall meet for discussion and issue statements or any documents under the name of the Committee or the Society, whichever deemed appropriate by the Committee. The Committee shall be directly responsible for the statements;

2. The statements shall be reviewed by the Council at the forthcoming Meeting after the document was released. A vote of censure or vote of non-confidence can be passed on the Committee if their statements are to be irresponsible and detrimental to the reputation of the Society. Once their
statements are endorsed by the Council, the Society shall be directly responsible for the statements.

3. Emergency Council Meetings can be called immediately to discuss the press statements issued by the Committee and subsequently to repudiate or endorse them.

4. If the statements are repudiated by the Council, new press statements shall be issued to clarify the stance of the Society, which will further be endorsed by the Council.

Section IX - Dental Public Health Committee

Article 1: Name
5. The name of the Dental Public Health Committee shall be ‘Dental Public Health Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘Dental Public Health Committee, Dental Society, HKUSU’.

6. The name of the Dental Public Health Committee in Chinese shall be ‘香港大學學生會牙醫學會口腔衛生推廣委員會’.

Article 2: Membership
1. The Chairperson
2. The Vice-Chairperson
3. The General Secretary
4. The Project Director(s)
5. The Financial Secretary
6. The Publication and Publicity Secretary(ies)
7. The Marketing Secretary(ies)
8. The number of members shall not exceed 18.

Article 3: Function
1. To arouse public awareness of dental health.
2. To promote social awareness concerning dental public health among Members.
3. To promote the Society’s relationship with related organizations.
4. The Dental Public Health Committee should be responsible to the Council for all of its actions.

Article 4: Session
The session of the Dental Public Health Committee shall coincide with the Society session.

Article 5: Meeting
A simple majority shall form a quorum at all Dental Public Health Committee Meetings.
Article 6: Duties of Individual Member

1. The Chairperson shall coordinate the Dental Public Health Committee to carry out its function, chair all meetings and be responsible for the annual plan and external affairs of the Dental Public Health Committee.

2. The Vice-Chairperson shall be the ex-officio Chairperson in the absence of the Chairperson and be responsible for internal affairs of the Dental Public Health Committee.

3. The General Secretary shall be responsible for all secretarial work of the Dental Public Health Committee.

4. The Project Director(s) shall be responsible for the planning and implementation of the projects and be the Chairperson(s) of the sub-committees of the Dental Public Health Committee.

5. The Financial Secretary shall:
   b. Draft the budget and prepare the financial report of the Dental Public Health Committee.

6. The Publication and Publicity Secretary(ies) shall be responsible for the publications and publicity work of the Dental Public Health Committee.

7. The Marketing Secretary(ies) shall be responsible for the marketing activities of the Dental Public Health Committee.

Article 7: Vote of Confidence

Any member of the Dental Public Health Committee who ceases to be a Full Member during his or her own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him or her by the Council.

Section X - The Apollonian Committee

Article 1: Name

1. The name of The Apollonian Committee shall be ‘The Apollonian Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘The Apollonian Committee, Dental Society, HKUSU’.

2. The name of The Apollonian Committee in Chinese shall be ‘香港大學學生會牙醫學會出版委員會’.

Article 2: Membership

1. The Chairperson
2. The Vice-Chairperson
3. The Financial Manager
4. The Editor-in-chief (English)
5. The Editor(s) (English)
6. The Editor-in-chief (Chinese)
7. The Editor(s) (Chinese)
8. The General Manager(s)
9. The Technical Secretary(ies)
10. The Marketing Secretary(ies)
11. The number of members shall not exceed 20.

Article 3: Function
1. To publish and distribute the annual journal of the Society: ‘The Apollonian’.
2. To keep Members well informed about Society affairs.
3. To publicize and promote the image of the Society outside the Faculty.
4. The Apollonian Committee should be responsible to the Council for all its actions. (appended in EGM1 2017)

Article 4: Session
The session of The Apollonian Committee shall coincide with the Society session.

Article 5: Meeting
A simple majority shall form a quorum at all The Apollonian Committee Meetings.

Article 6: Duties of Individual Member
1. The Chairperson shall coordinate The Apollonian Committee to carry out its function, chair all meetings and be responsible for all external affairs of The Apollonian Committee.
2. The Vice-Chairperson shall be the ex-officio Chairperson in the absence of the Chairperson and be responsible for internal affairs of The Apollonian Committee.
3. The Financial Manager shall:
   a. Keep account of income and expenditure of The Apollonian Committee.
   b. Draft the budget and prepare the financial report of The Apollonian Committee.
4. The Editor-in-chief (English) shall be responsible for the English section of The Apollonian.
5. The Editor(s) (English) shall assist the Editor-in-chief (English) in all his or her duties.
6. The Editor-in-chief (Chinese) shall be responsible for the Chinese section of The Apollonian.
7. The Editor(s) (Chinese) shall assist the Editor-in-chief (Chinese) in all his or her duties.
8. The General Manager(s) shall be responsible for all secretarial work of The Apollonian Committee.
9. The Technical Secretary(ies) shall be responsible for all technical matters of The Apollonian Committee.
10. The Marketing Secretary(ies) shall be responsible for all marketing activities of The Apollonian Committee.

**Article 7: Vote of Confidence**

Any member of The Apollonian Committee who ceases to be a Full Member during his or her own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him or her by the Council.

**Section XI – Popularly Elected Councillors (appended in AGM 2019)**

**Article 1: Function**

The function of Popularly Elected Councillors shall be:

a. to represent the interests of Members and take initiative measures to collect and reflect Members’ opinion in the Council

b. to act as a bridge to enhance communication between Members and the Council

c. to report the business of Council Meetings to Members

**Article 2: Seat in the Council**

The three Popularly Elected Councillors shall not hold concurrently another seat in the Council or any post in the Committee, the Dental Public Health Committee and The Apollonian Committee.

**Article 3: Session**

The Popularly Elected Councillors shall have the same session as the Society.

**Article 4: Vote of Confidence**

Any Popularly Elected Councillor who ceases to be a Full Member during his or her own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him or her by the Council.

**Section XII - Honorary President, the Honorary Vice-President and the Honorary Treasurer**

**Article 1: The Honorary President and the Honorary Vice-President**

1. The Honorary President shall be an advisor of the Society.

2. The Honorary Vice-President shall be an advisor of the Society, and shall automatically assume presidency in the absence of the Honorary President.

**Article 2: The Honorary Treasurer**

The Honorary Treasurer shall be in general responsible for all financial matters of the Society.
Article 3: Appointment
The Honorary President, the Honorary Vice-President and the Honorary Treasurer of the Society shall be appointed by the Council at the beginning of the session. The persons so appointed shall be teaching staff of the Faculty and Members of the Society, and shall be eligible for re-appointment.

Article 4: Term of Office
The term of office of the Honorary President, the Honorary Vice-President and the Honorary Treasurer shall be one Society session.

Section XIII - Finance

Article 1: Financial Session
The financial session of the Society shall coincide with that of the Society session.

Article 2: Subscription
Apart from Honorary Members, all Members shall pay the prescribed fees.

Article 3: Budget
The Annual Budget shall be prepared by the Finance Committee of the Council and shall be submitted to the Council for adoption at the first Council Meeting.

Article 4: Statement of Accounts and Balance Sheet
A full Financial Report and statement of accounts are to be presented in the Annual General Meeting at the end of the session by the Finance Committee of the Council.

Article 5: Fund Raising
1. Proposal for fund-raising activities shall be presented to the Council before submission for application to the Union.
2. Fund-raising activities shall be held in accordance with the Union Financial Regulation.
3. The Finance Committee of the Council shall coordinate and supervise all approved plans for fund-raising.

Article 6: Bank Statements (appended in AGM 2019)
All bank statements of the Financial Session must be presented in the Annual General Meeting.

Article 7: Account Payable (appended in AGM 2019)
All Account Payable of the Financial Session have to be settled within the Society Session. Overdue Account Payable will not be entertained, unless with the discretion of the Honorary Treasurer of the Society.
Article 8: Bank Account *(appended in AGM 2019)*

The bank accounts under the name of Dental Society, HKUSU should be used for activities of the Society, monitored by the Council and held by the Executive Committee of the Society.

**Section XIV - Constitution**

Article 1: Amendment

1. No alteration of this Constitution can be made except at a General Polling or a General Meeting by a motion so passed with two thirds majority. A notice intimating the proposed amendments shall be posted at least five clear days before the General Meeting or the General Polling. *(amended in EGM1 2017)*

2. Amendments of the Constitution shall be done in accordance with the Union Council By-laws.

Article 2: Interpretation

The interpretation of this Constitution shall rest with the Council.

Amended: Jan 2020

Oct 2017

July 2015

July 2012
APPENDIX I

Lyrics of the Dental Song

Dental Song

To Him we promise honesty,
Thro’ Him we quest for liberty;
Trustful in His priceless name,
We sing with sincerity.

"Dental, Dental" let our voices proclaim,
Echo to and fro o’er every land;
Courage, wisdom and loyalty,
We give to honour His name.

*Chorus*
Cheerful, Powerful, Dental Dental Wonderful,
Capable, Reliable, Dental Dental Peaceable;
Genial, Jovial, Dental Dental Rational,
Goodness makes up His name.
[Virtues makes up His fame.]

Strength is a gift of unity,
That gives a sense of family;
Come together hand in hand,
Till we strive onto our aim.

"Dental, Dental" let our voices proclaim,
Echo to and fro o’er every land;
Courage, wisdom and loyalty,
We give to honour His name.

Chorus (x2)
APPENDIX II
Contents of the Dental Cheer

Dental Cheer

Cheerful, Powerful, Dental Wonderful (x3)
Section I - General

1. Definition

   In this By-laws, unless otherwise specified
   a. ‘Society’ shall mean Dental Society, HKUSU.
   b. 'Committee' shall mean the Executive Committee, Dental Society, HKUSU.
   c. ‘Dental Public Health Committee’ shall mean the Dental Public Health Committee, Dental Society, HKUSU.
   d. ‘Apollonian Committee’ shall mean The Apollonian Committee, Dental Society, HKUSU.
   e. 'Council' shall mean Council of Dental Society, HKUSU.
   f. 'Councillors' shall mean members of the Council with the rights to speak, move, second and vote.
   g. ‘Official Observers’ shall mean members of the Council with the rights to speak only.
      (appended in 2016/2017CM8)
   h. ‘Union’ shall mean The Hong Kong University Students’ Union.
   i. 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
   j. 'University' shall mean the University of Hong Kong.
   k. ‘Members’ shall mean members of Dental Society, HKUSU.
   l. ‘Constitution’ shall mean the Constitution of Dental Society, HKUSU.
   m. ‘By-laws’ shall mean the By-laws of Dental Society, HKUSU.
   n. ‘Clear Day’ shall mean a whole day excluding the day of issue and the day of event. (appended in AGM 2019)

2. Aims

   a. The By-laws shall facilitate the smooth administration of the Council and Society.
   b. All Members and committees of the Society shall abide by the By-laws.
3. Amendment
   a. The By-laws shall be amended or rescinded at any Council Meeting with a motion so passed with two thirds majority.
   b. A notice intimating the proposed amendment or rescission shall be sent five clear days before the Council Meeting. *(amended in 2015/16 CM5)*

4. Interpretation
   The interpretation of the By-laws shall rest with the Council.

Section II - Council Sub-Committee

1. General
   a. Full name of the sub-committees of the Council shall bear the initials of ‘Council of Dental Society, HKUSU’.
   b. Council sub-committees shall be delegated committees to perform policy-wise significant aspects of functions of the Council.

2. Finance Committee
   a. General
      i. The Finance Committee shall be a standing committee of the Council.
      ii. The committee shall be seasonally appointed by the Council at the First Council Meeting and has the same session as the Council.
      iii. The Finance Committee shall be the official Finance Committee of the Society.
      iv. The committee shall hold at least one meeting in each session. *(appended in AGM 2019)*
   b. Function
      i. To handle all matters relating to the Society finance.
      ii. To advise the Council on all matters of the Society finance, have power to investigate and take action into all matters of the Society finance.
      iii. To prepare the annual budget and audited annual reports of the Society.
      iv. To manage the income and expenditure of the Society.
   c. Membership
      i. Financial Secretary of the Committee (Chairperson)
      ii. Honorary Treasurer of the Society (advisor)
      iii. Financial Manager of The Apollonian Committee
      iv. Financial Secretary of the Dental Public Health Committee
      v. 2 Councillors
      vi. 1 Popularly Elected Councillor *(amended 2015/16CM5)*

3. Constitution Review Committee
   a. General
      i. The Constitution Review Committee shall be a standing committee of the Council.
ii. The committee shall be seasonally appointed by the Council at the First Council Meeting and has the same session as the Council.

iii. The committee shall hold at least one meeting in each session.

b. Function
i. To review the Constitution, By-laws and regulations of the Society
ii. To recommend revisions regarding the Constitution, By-laws and regulations of the Society to the Council.

c. Membership
i. Chairperson of the Committee (Chairperson)
ii. Council Chairperson of the Council
iii. Honorary Secretary of the Council
iv. Internal Vice-Chairperson of the Committee
v. External Vice-Chairperson of the Committee
vi. Chairperson of the Dental Public Health Committee
vii. Chairperson of The Apollonian Committee
viii. Past Committee Representative of the Council
ix. 1 Popularly Elected Councillor (amended 2015/16CM5)
x. 3 Full Members

4. Election Commission
a. General
i. The name of the Election Commission for the Annual Election and By-election of the Society shall be ‘Annual Election Commission’ and ‘By-election Commission’ respectively.
ii. Each Election Commission shall be an ad hoc committee of the Council appointed for a particular Election of the Society and its session shall end one week after the validation of the official results of the Election.
iii. The Election Commission shall be the official body for the conduction of the Elections of the Society.

b. Function
i. To draft rules and arrangements for each Election in accordance with the Constitution.
ii. To facilitate the campaigns of the candidates.
iii. To receive and scrutinize nomination.
iv. To organize and publicize the Elections.
v. To determine and announce the results of the Elections.

c. Composition (appended in AGM 2019)
i. External Vice-Chairperson of the Committee (Chairperson)
ii. Chairperson of the Committee
iii. Internal Vice-Chairperson of the Committee
iv. General Secretary of the Committee
v. Financial Secretary of the Committee
vi. Chairperson of the Dental Public Health Committee
vii. Vice-Chairperson of the Dental Public Health Committee
viii. Chairperson of The Apollonian Committee
ix. Vice-Chairperson of The Apollonian Committee
x. 1 Popularly Elected Councillor

5. Polling Commission
   a. General
      i. Each Polling Commission shall be an ad hoc committee of the Council appointed
         for a particular General Polling of the Society and its session shall end
         immediately following the validation of the official results of the General Polling.
      ii. The Polling Commission shall be the official body for the conduction of all
         General Pollings of the Society.
   b. Function
      i. To draft arrangements for each General Polling in accordance with the
         Constitution.
      ii. To organize and publicize the General Pollings.
      iii. To determine and announce the results of the General Polling.
   c. Membership
      i. The Council Chairperson of the Council shall be the ex-officio Chairperson of the
         Polling Commission.

6. Ad hoc Committee *(amended 2015/16CM5)*
   a. Ad hoc Committees for the session shall be appointed by the Council at a Council Meeting
      as may deemed necessary for a single issue.
   b. A written proposal shall be provided by the proposer(s). The written proposal shall include
      the name, the purpose, the composition and the budget of the ad hoc Committee.
   c. The Council shall have the right to convene and dissolve an ad hoc Committee at any time.

**Section III - Council Meeting**

1. Agenda
   a. Request for Ordinary Council Meeting should be sent to the Council Chairperson 14 clear days
      before the scheduled date. *(appended in AGM 2019)*
   b. 2 clear days before the scheduled date of each Ordinary Council Meeting, the Council
      Chairperson shall issue a notice to all Councillors listing all items of business for the coming
      meeting so far entered into the agenda. *(amended 2015/16CM5)*
   c. Councillors who wish to introduce any items into the agenda shall submit written agendum
      request to the Council at least 7 clear days before the meeting; provided the Council
      Chairman shall permit otherwise.
   d. The proposed agenda of each Ordinary Council Meeting shall be issued by the Council
      Chairperson and sent to all Councillors and Official Observers at least 5 clear days before
      the meeting.
   e. A notice of Emergency Council Meeting including the agenda shall be posted and shall be sent
to each Councillor and Official Observer at least one clear day in advance. *(appended in AGM 2019)*

2. Working Papers
   a. Working papers should be submitted to the Council Chairperson and the Honorary Secretary at least 7 clear days before each Ordinary Council Meeting. Working papers should be typed and/or written in English, and in Chinese if necessary.
   b. Working papers should be available to all Councillors and Official Observers at least 5 clear days before each Ordinary Council Meeting.

3. Attendance
   a. All Councillors shall not attend less than 50% of all Council Meetings in a Society session. *(amended 2015/16CM5)*
   b. All Councillors shall not be absent for two consecutive Council Meetings.
   c. Councillors must attend more than 45 minutes or at least half of an individual Council Meeting, whichever the longer. If such a meeting is less than 45 minutes, councillors should attend the entire meeting.
   d. Councillors foreseeing their absence, late arrival or early departure in a Council Meeting should submit their request and apology, in written form, 24 hours in advance. *(amended 2015/16CM5)*
   e. All Councillors should have their arrival and departure time marked on the attendance sheet, together with their signatures.
   f. Any violation against article 3(c)(d)(e) should be regarded as absence in the corresponding Council Meeting.
   g. Councillors should inform the Council for any temporary leave longer than 15 minutes.
   h. In case of inability to attend Council Meetings, Councillors from the Committee, The Apollonian Committee and the Dental Public Health Committee can be temporarily replaced by a current committee member appointed by his/her committee. A formal letter from the absent Councillors intimating such replacement should be directed to the Council Chairperson before the commencement of the meeting. No replacement can be effected when a meeting is in progress. *(amended 2015/16CM5)*

4. Motion of Regret
   In case of infringement of the rules above, the Council, on receiving an explanation from the Councillor(s) concerned, and finding the explanation fit and reasonable, may suspend the application of the By-laws on that particular case. Otherwise infringements shall call for:
   a. A motion passed during the Council Meeting censuring that particular Councillors(s):
      “That the Council notes, regrets and dissatisfies with the infringement of Council regulation and breach of duty of …., for:
      i. Attending less than 50% of all Council Meetings convened during his or her session and/or
      ii. Being absent for two consecutive Council Meetings during his or her session and demands that no further infringement shall be committed”.
   b. A notice containing the above motion being posted up at all the Society’s poster sites of the
Prince Philip Dental Hospital for at least 7 consecutive days and be delivered to all Members through mass email. *(amended 2015/16CM5)*


**Section IV – Subscription**

1. Every Full Members shall subscribe an amount of HK$400.00 for the whole of the course on entering the undergraduate course of the Faculty.
2. Every Associate Member shall subscribe an amount of HK$100.00 annually.
3. Every Life Member shall subscribe an amount of HK$300.00.

**Amendments since 2014/15CM5:**
- 2018/19 AGM (19th Jan 2020)
- 2016/17CM8 (20th Sep 2017)
- 2015/16CM5 (13th Jul 2016)
- 2015/16ECM1 (9th Dec 2015)
- 2014/15CM8 (16th Sep 2015)
- 2014/15CM5 (8th Apr 2015)